

## Library reports

Why issued

Library law

in states, Illinois, Ohio

in cities, Los Angeles

Wish of proprietors or directors

Long established custom

Watertown, Mass.

By whom issued

Board of managers or directors

Minneapolis, St. Louis public, St Joseph, etc.

Librarian

Cornell, Harvard, University of Michigan

To whom addressed

Mayor or council or both

Proprietors (Redwood library - Providence Athenaeum)

President of University (Cornell)

Form

Pamphlet

Examples: Most all reports

Minneapolis, Chicago public, Cleveland, etc.



## Book

## Example

Report of State librarian of Iowa

## Leaflet

Examples: Cornell, Aurora public

## Form of printing

## Tabulated

Providence Public mostly (May be either printed,

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(typewritten or

(

## Paragraphed

(written by hand

University of Michigan

Enoch Pratt, Balt.

Mixed (most common)

## Number printed

State libraries, usually 500

Public " depends upon no. needed

## Where sent


If state, 1 each to members of legislature, state officers,  
all state & territorial lib.

Washington, 50 distributed, remaining to any one

## Why sent

Usually by request

## Exchange



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Kinds of reports, according to frequency of issue

Daily, Used at Detroit

Simply a report of each assistant, telling time he began work went to dinner, returned, went to supper, returned, finished work, net time.

Monthly. Used at Evanston, in New York free circulating library.

States circulation, sometimes by classes, daily average, increase or decrease since previous month, registration of month, reading room circulation, sometimes by classes, reading-room readers, whether male, female, adult, minor, total no., average, increase or decrease, gifts, purchases, losses, volumes bound, cash account.

Annual

Annual

Material contained

List of officers of library, both board & staff

General statement of condition of library, signed by President of Board of Managers or directors, or by Chairman of committee, or by entire Board of directors, or by entire committee. This is introductory to what follows, & usually tells the general condition of the various departments, which the librarian takes up in detail. It tells the progress of the library & any changes in administration or b'ldg.

Librarian's report

Statement of no. of days, secular, & Sundays, library has been open

Full book account

No. in lib. at last report, both books & pamphlets

No. added by purchase, gift or exchange

No lost, sold, worn out

No. in lib. at present time usually by classes

Binding account

No. Newly bound

No. rebound or mended



## Circulation

Monthly

Classified, for year

## Reference department &amp; reading room

No. of days open &amp; how long each day

No. of bks. used, sometimes by classes

No. of persons

Daily average of books consulted &amp; of persons consulting them.

## Registration

No. of cards out at beginning of year

No. of new cards given out

No. at end of year

## Cataloging

Progress &amp; condition

## Cash account

Receipts

Expenditures

Special funds

Other items of special interest, depending upon individual case. Ex.: Milwaukee public library would at present give account & progress of new b'ld'g.

## Appendices

List of donors, with no. of vol. or pamph. given

Usually a straight alphabetical list but sometimes divided into Individuals, Libraries, Government, or Residents, Non-residents, (Concord, Mass.) Gifts of each donor given in rept. of Burlington, Vt.

## List of periodicals

Usually a straight alphabetical list, but sometimes

divided into ~~in~~ reading room. To be called for at desk.





Various other lists, tabular statements of different departments expenses, etc.

Copy of act of legislature or incorporation sometimes

Rules of library, sometimes (Cleveland)

Finding list, sometimes (Iowa state library)

Index, or contents

Biennial

State libraries, Iowa, Indiana

College libraries, University of Michigan

Maude W. Straight

1895

Maude W Straight

1895

